

East San Gabriel Valley Regional Occupational Program and Technical Center

1501 Del Norte St., West Covina, CA 91790 • (626) 962-5080 • FAX (626) 472-5145

CONFIDENTIALITY AGREEMENT

It is the policy of East San Gabriel Valley ROP/TC and its member districts, to provide employees and/or students with a level of privacy and confidentiality regarding any information concerning any of its employees or students.

In the course of your work, you may have access to confidential information (oral, written or computer-generated, not otherwise available to the public at large) about employees or students, their families and/or personal business. School business information includes computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information and employee information (including, but not limited to, co-workers and their families).

As a confidential employee, your confidentiality extends beyond the district perimeters. You may not discuss confidential district information at any time.

THEREFORE, I AGREE THAT my right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any confidential information in any public areas, hallways, gathering spaces, etc. I will hold all confidential information, of which I have knowledge, in the truest confidence, as required by law. I agree to utilize confidential information obtained by me only for the benefit of the employee or student, or in the performance of my job responsibilities.

Unauthorized disclosure, copying and/or misuse of confidential information, is a serious breach of duty and will result in disciplinary action, up to, and including, termination of employment or contract with East San Gabriel Valley ROP/TC. Furthermore, this agreement mandates compliance extending beyond employment, contract, or association with East San Gabriel Valley ROP/TC, as well as its member districts, as required by law.

I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO ITS TERMS.

Employee Name (print) _____

Employee Signature _____

Date _____